

Town of Andover
Planning and Zoning Commission
Monday, December 16, 2019 at 7:00 P.M.
Town Hall Community Room at 17 School Road

Regular Meeting Minutes

1. Call to Order

Vice Chair Anne Crème called the Regular Meeting to order at 7:08 P.M.

2. Roll Call / Seating of Alternates

Regular Members Present: Vice Chair Ann Peterson-Crème, Jed Larson, Scott Person, Leigh Ann Hutchinson

Regular Members Absent: Chair Bob Hamburger

Alternate Members Present: None.

Alternate Members Absent: Gerry Hardisty, George Knox

Zoning Agent: Jim Hallisey

Board Clerk: Amanda Gibson

3. Additions / Changes to Agenda

- a. Add 'Modification to existing Telecommunications' as Old Business, Item 5b.

4. Public Speak - None.

5. Old Business

- a. Revisit the Lake Regulations.

- i. Members reviewed the Nutrition Allocation Worksheet via projector screen. The worksheet was initiated by retired Zoning/Wetlands Agent John Valente. The current Zoning Agent Jim Hallisey to bring questions from the commission to John Valente at their meeting on Tuesday, December 17, 2019.

- b. Re-Cap - Training with Halloran Sage

- i. Members discussed success of the training and valuable information they received.
 - ii. Full discussion tabled until Chair Bob Hamburger is present at the next Regular Meeting.

6. New Business

- a. Planning & Zoning Commission 's 2020/2021 Budget Request

Members reviewed the FY 2018-2019 and FY 2019-2020 to work on proposed FY 2020-2021.

Jed Larson suggested adding hours to the Zoning Agent position in order to work on the Zoning Regulations in 2020 and additional projects as needed.

Jed Larson MOVED to submit next year's budget with the same figures as the current year's budget.

Not seconded.

Discussed potentially increasing the budget to raise the hourly rate for the Board Clerk position.

Also discussed allocating additional hours per week for the Zoning Agent.

Jed Larson MOVED that the commission members recommend to the Chair Bob Hamburger the same budget as we had fiscal year 2019-2020 for fiscal year 2020-2021, and sent to the Town Administrator for approval.

Scott Person SECONDED

MOTION CARRIED 4:0:0

- b. Modification to Existing Town's Telecommunications Site

Jim Hallisey: American Tower is proposing to update the existing technology system on Bunker Hill Road. There will be no visible or structural changes. No concerns have been raised but wanted to inform the commission. If there is not a sign presently mounted on site, the town would request a sign be installed.

7. Administrative Report from Zoning Agent Jim Hallisey

- a. Gravel Operation:
 - i. Confirmed that the current system controlling the runoff to the southeast property is working correctly and there is a berm in place.
- b. There have been a couple of C/O's issued and new homes under construction.
- c. There is a controversial issue on Route 87 and he is working in conjunction with the Wetlands Agent.
- d. Has been notified of a business operating out of a residential home at 22 Hickory Hill with equipment and noise. Plans to send out a letter to the owner to establish a resolution.

Leigh Ann Hutchinson requested more information from Scott Person regarding the Gravel Operation.

- Scott Person believes the applicant has not followed all of the conditions listed. The operation was only given permission for a loader operation and not a bulldozer or excavator. He witnessed a worker fueling a vehicle in the field and has a photograph.
- Jim Hallisey offered to follow up with John Valente and refer to the plans. The plan lists the location of possible screener. The material put in flood plain has been removed. Elevation is marked out on site. Noted that these issues were listed in the Conditions of Approval.
- Scott Person believes that these items may have been previously addressed by John Valente.

8. Approval of Meeting Minutes

- a. Approval of Monday, November 18, 2019 Regular Meeting Minutes.

Leigh Ann MOVED to approve the Monday, November 18, 2019 Regular Meeting Minutes with the requested amendments included in Old Business 6c. Gravel Operation.

Scott Person SECONDED

Discussion: Leigh Ann Hutchinson requested the following details be included in the minutes in order to specify the concerns:

1. List location of the Gravel Operation as Route 6 at Map 33/Block 36/Lot 23, and adjacent property at 497 Route 6 property of William Genovese.
2. Commission and agent to verify and list the following concerns:
 - Determine the materials placed in the flood plain.
 - Determine the screener on the property.
 - Confirm the trench is at least 50ft away as a buffer to direct water away from the adjacent land owner's property.

MOTION CARRIED 4:0:0

9. Miscellaneous Items

- a. 2020 Calendar

Jed Larson MOVED to approve the calendar as proposed by Chair Bob Hamburger.

Scott Person SECONDED

MOTION CARRIED 4:0:0

2020 Regular Meeting Schedule:

January 27	July 20
February 24	August 17
March 16	September 21
April 20	October 19
May 18	November 16
June 15	December 21

Regarding the Application for Vincent and Patricia Grimaldi for activity of 353 Lake Road, Map 32, Block 41, Lot 16. Crossing wetlands to access new single family home:

Jed Larson: It has come to his attention that the free-cut approval of the Grimaldi property at 353 Lake Road was approved improperly and it is required that it become a subdivision. Inquired on what happens next in the process. It was presented to the commission by Town Engineer Gerry Hardisty as an action taken by previous Zoning/Wetlands Agent John Valente.

Jim Hallisey: Knows that work has ceased on the property. Would request that the applicant provide a legal opinion from their attorney. The applicant knows that they have to come before the Planning and Zoning Commission with an application for a subdivision.

Leigh Ann Hutchinson: Gerry Hardisty presented the issue as a courtesy to the commission. Shared details of an email stating reasoning of approval and conflict of interest.

Jed Larson: Chair Bob Hamburger learned from the 12/2 Training Session from Halloran Sage and may feel ready to handle the conflict of interest. Jed Larson believes it is a conflict of interest for Gerry Hardisty to serve on the board and represent the applicant. Commission decided to table until Bob Hamburger is there to comment on the issue.

Jim Hallisey: Realized it was a subdivision right away. Recommended for the attorney to do research. Next step is for the applicant to apply for a subdivision through the Planning and Zoning Commission.

Jed Larson: Confirmed that the driveway was installed. IWWC had approved the driveway crossing wetlands.

Leigh Ann Hutchinson: To ask Gerry Hardisty for permission to forward the mentioned email to Jim Hallisey.

Jed Larson: Trees are cut down but Planning and Zoning Commission members have not conducted a site visit.

Jed Larson: Gerry Hardisty has not provided wetlands details in the Connectivity Grant application yet. Recommended for Josh Snarski to conduct a site visit with Gerry Hardisty to determine location of the wetlands.

Regarding the Town's Permit Application Process:

Jed Larson: At the last Inland Wetlands and Watercourses Regular Meeting, an applicant regarding a violation expressed frustration with the application process. Jed shared that a member of the staff does not wish to modify the Building Permit process.

Scott Person: John Valente previously made many administrative approvals and now the commission is required to be involved to administer approvals until the Wetlands Agent is certified.

Jim Hallisey: Until the new Wetlands Agent is granted the authority, all applications must go through the Inland Wetlands and Watercourses Commission. Wetlands Agent Josh Snarski is pursuing certification.

Jed Larson: Recommended that the town/commissions make the permit process a pleasant experience and smooth process at the Town Hall for all applicants. Need to improve the application procedures for our residents.

Scott Person: Believes that the frustration from the applicants came from the time gap after John Valente's retirement.

10. Public Speak - None.

11. Commission Open Discussion

12. Adjournment

Ann Peterson-Crème MOVED to adjourn the Regular Meeting.

Leigh Ann Hutchinson SECONDED

MOTION CARRIED 4:0:0

Ann Peterson-Crème adjourned the Regular Meeting at 9:15 P.M.

Helpfully submitted by the Board Clerk, Amanda Gibson.

Amanda Gibson

Please see the minutes of subsequent meetings for the approval of these minutes and any corrections hereto.